

Report for Week Ending 6 June 1956
from

RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Work is under way on the indexes of reporting requirements we plan to furnish area Reports Management Officers. Two listings will be developed, an individual one for each DD/S office or staff containing only the reports it prepares, and a consolidated listing showing the various headquarters-wide reporting requirements. Printed formats are being ordered to speed up the typing of these indexes. Project is 60% complete.

Project 6-13 - Dispatch Format and Procedure

An inquiry was received from the office of Mr. [redacted], Assistant Executive Officer of DD/P, concerning the format of the proposed dispatch forms. Apparently he had never seen our survey report on the dispatch system. [redacted] RI/FI, also called. He had heard about Mr. [redacted] interest in the dispatch forms and wanted the latest information on their status. Samples of the eight part cut sheet set and the four part hecto master set were furnished both [redacted] Project remains 33% complete.

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Project 6-22 - DD/I Reports Survey

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No change pending a meeting with the Assistant to DD/I (Admin.) to discuss results of the survey. Project remains 75% complete.

Project 6-35 - Survey of Procurement Division Contract Files

Completed a draft of the proposed Procurement Division Memorandum on contract filing standards and submitted it to Mr. [redacted] assistant. Project is now 50% complete.

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General Information

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Reviewed the rather voluminous proposed regulations [redacted] Hours of Work and Premium Pay. Recommendations were made to improve Form No. 34-35, Designation Authorization; to eliminate the submission of a superfluous notification of authorization to the Payroll Branch; and to eliminate a report from the DD/S to the Offices of Personnel and the Comptroller.

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